

Annual PHA Plan <i>(Standard PHAs and Troubled PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Applicability. Form HUD-50075-ST is to be completed annually by **STANDARD PHAs or TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																																
A.1	<p> PHA Name: _____ Fall River Housing Authority _____ PHA Code: __MA006_____ PHA Type: <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>04/01/2017</u>_____ PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>2,040</u> Number of Housing Choice Vouchers (HCVs) <u>2,431</u> Total Combined Units/Vouchers <u>4,471</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> Availability of Information. PHAs must have the elements listed below in sections B and C readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. </p> <p> The Agency Plan is available at each AMP, Main offices at 85 Morgan Street and the FRHA website www.fallriverha.org Also, the Fall River Joint Tenant Council and Fall River Community Development Agency have copies for inspection by residents and general public.. </p> <p> <input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below) </p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 20%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 10%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
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B. Annual Plan Elements						
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Grievance Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Community Service and Self-Sufficiency Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Asset Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each revised element(s): SEE Attachment A and Summary Of RAB Meetings</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office review.</p>					
B.2	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Designated Housing for Elderly and/or Disabled Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Over-Income Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Police Officers.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Non-Smoking Policies.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project-Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> <p>FRHA WILL COMPLY WITH IMPENDING NEW REGULATIONS CONCERNING NO SMOKING WHEN ISSUED.</p>					
B.3	<p>Civil Rights Certification.</p> <p>Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>					

B.4	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>If yes, please describe: The Authority's Flat Rent Schedule during fiscal year 2016, were less than 80% of FMR. The Authority has corrected flat rents and they currently reflect 80% of FMR.</p>
B.5	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.</p> <p style="text-align: center;">See Attachment B</p>
B.6	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
B.7	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
B.8	<p>Troubled PHA.</p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y N N/A <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
C.	<p>Statement of Capital Improvements. Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>
C.1	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD. See HUD Form 50075.2 approved by HUD on April 13, 2016.</p>

Attachment A

B.1 (b) Description of revisions for each revised element.

Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions

The HCV Administrative Plan was updated for HUD's revised Income Limits effective March 28, 2016. Additionally new payment standards adopted by The Board increased 1% - 2% and will be effective December 1, 2016. Also, clarifications were made to defining a "visitor and the procedure for conducting bi-annual inspections. Under the no income section, language was added permitting a credit check for voucher holders reporting zero income for more than 3 months.

A few changes were made due to the stream lining rule including; 1) approving exception payment standards up to 120% of FMR if required as a reasonable accommodation, 2) limiting the Earned Income Disallowance to 2 years for clients qualifying after 5/09/2016, and 3) applicants not providing documentation of social security numbers may retain their place on the wait list but shall not become a participant until requirements are met.

Violence Against Women Act (VAWA) with the applicable provisions of the Violence Against Women Reauthorization Act of 2013, which reauthorizes and amends the Violence Against Women Act (VAWA) of 1994, as previously amended and as contained in the April 1, 2015 HUD published proposed rule continues to be strictly enforced by the Authority.

Revisions to the FRHA Admission and Occupancy policy were governed by federal guideline requirements and in some instances for clarity. These changes include:

1.1 CIVIL RIGHTS & NON-DISCRIMINATION

D) PRIVACY RIGHTS

Applicants/residents will be required to sign the Federal Privacy Act Statement/HUD Authorization for Release of Information, in conjunction with application and the required submission of HUD form 50058, which states under what conditions HUD will release applicant, resident and owner information. FRHA's policy regarding release of information is in accordance with this document, individual family-authorized verification forms, and the Freedom of Information Act. All requests for program statistics and general information must be requested in writing.

Information requested by outside sources will be released only upon applicant/resident written consent or court subpoena. Copies of FRHA third party verifications will not be released by written consent.

Applicants/residents may view information contained in their file upon request. Verification of rent amounts paid will be provided at no cost. If other releasable information is requested, they must complete a written request for records. A photocopying charge of \$0.10 per document will be assessed. Information requested will be made available two (2) business days after the request is received.

The HA's practices and procedures are designed to safeguard the privacy of applicants and residents. All files will be stored in a secure location accessible only by authorized staff. Files will never be left unattended in common areas. To insure client privacy, staff will require provision of the last four numbers of client social security number prior to discussion or release of confidential information. Discretion will be used in discussion of confidential matters in the reception or other public areas. HA staff will not discuss family information unless there is a business reason to do so. Staff will refuse to discuss individual files with anyone except the applicant/resident unless so authorized to do so by a signed authorization for release of information.

To avoid any perceived or possible conflicts of interest, applicant/resident files shall not be assigned to an employee having any legal or familial relationship to any member of the household.

2.1 FAMILY STATUS

A) TWO OR MORE PERSONS

Two or more persons related by blood, marriage, adoption or affinity that live together in a stable family relationship-which includes but is not limited to...

A household of two or more persons related by blood, marriage, adoption or affinity intending to share residency whose income and resources are available to meet the family's needs which includes but is not limited to...

2.6 SUITABILITY

C) LOOK-BACK PERIODS FOR CRIMINAL RECORDS

Congress directs housing authorities to look at criminal activity only if it occurred during a "reasonable time" before the screening takes place (HUD Notice H 2002-22). HUD advises housing authorities to adopt specific "look-back periods" that limit what criminal conduct is considered during the screening process based on when the conduct occurred and/or the type of conduct (Notice PIH 2015-19).

Convictions. At the time of applicant screening, one (1) or more convictions for crimes listed below during the corresponding look-back period will be grounds for denial of admission:

PERIOD	CRIMINAL CONVICTIONS
LIFETIME BAN	Murder; Attempted murder with a deadly weapon; Arson; Crimes of abuse or neglect of minor children; Kidnapping; Manufacturing or producing methamphetamine or other illegal drug; Rape; and Crimes requiring lifetime sex offender registration status.
10 years	Armed robbery; Felony sexual assault; and Felony assault.
5 years	Burglary; Delivery of controlled substances; Domestic abuse; Illegal possession, discharge, display or carrying of firearm; Intent to sell drugs; and Robbery
3 years	Controlled substance possession or use; Misdemeanor assault; and Prostitution

- 1. Introduction:** The Fall River Housing Authority (FHRA) shall institute protocols to assure that its procedures and standards for the review of criminal records in applicant screening are consistently applied. FRHA shall continue to take into account the applicant's criminal history and the degree to which the individual's conduct might threaten the health, safety and right to peaceful enjoyment of FRHA residents.
- 2. Arrest Records:** Pursuant to HUD Notice PIH 2015-19, which states "arrest records may not be the basis for denying admission", FRHA shall not deny admission to public housing on the basis of an arrest record alone. An arrest record may, however, trigger an inquiry into whether a person actually engaged in disqualifying criminal activity. As part of such an inquiry, FRHA may consider (1) details of the arrest in the police report; (2) statements made by witnesses or by the applicant; (3) whether formal criminal charges were filed; and/or (4) whether any charges were ultimately withdrawn, abandoned, dismissed, or resulted in an acquittal. Arrest-related evidence obtained and reviewed by FRHA may be used to determine whether or not an applicant engaged in disqualifying criminal conduct.

3. **Conviction Records:** The best evidence of a person’s involvement in criminal activity is an official record of the person’s conviction in a court of law. The types of convictions considered during the screening process shall be those which would bear a relationship to the safety and security of other residents. Additionally, FRHA shall consider the length of time since the conviction. This will be achieved through the adoption of look-back periods so that decisions are based on when the conduct occurred in addition to the type of conduct. FRHA shall adhere to the following guidelines for screening for criminal histories. An applicant will be determined ineligible when their record shows one (1) or more convictions for a crime within its corresponding look-back period. Convictions for such crimes prior to the beginning of the look-back period will not be grounds for denial.

Violent Crimes / Crimes Against Persons	
Abuse or Neglect of Minor Children	Lifetime ban
Aggravated Assault	10 years
Animal Abuse/Animal Cruelty	7 years
Attempted Murder	Lifetime ban
Domestic Abuse	5 years
Kidnapping/Abduction	Lifetime ban
Manslaughter	Lifetime ban
Murder	Lifetime ban
Rape	Lifetime ban
Sex Offender Crimes (per MGL Ch 198C)	Lifetime ban
Simple Assault	3 years
Stalking	1 year
Threatening Injury to Person or Property	1 year
Property Crimes	
Arson	Lifetime ban
Burglary/Breaking & Entering (Armed, Felony)	7 years
Burglary/Breaking & Entering (Unarmed, Misdemeanor)	5 years
Destruction of Property	2 years
Robbery (Armed)	7 years
Robbery (Unarmed)	5 years
Drug Crimes / Crimes Against Society	
Drug Trafficking	10 years
Illegal possession discharge, display or carrying of firearm	7 years
Intent to Sell or Distribute Drugs	10 years
Manufacture of methamphetamine or other illegal drug	Lifetime ban
Use or possession of illegal drug	5 years

4. **Applicant’s Right to Informal Review:** Following a determination of ineligibility, the applicant must be given the opportunity to present written or oral objections to FRHA's decision and present evidence of mitigating circumstances and/or request for reasonable accommodations based on a disability. In accordance with 24 CFR 982.554 (b), FRHA shall notify an applicant in writing of a determination of ineligibility and the notice shall:
- a) State the reason(s) for the decision;
 - b) Inform the applicant of his/her right request an informal review of the decision; and
 - c) Describe how to obtain the informal review.

Applicants shall have **20 calendar days** from the date of their Denial Notice to request an Informal Review. The informal review may be conducted by any person designated by FRHA, other than a person who made or approved the decision under review or any subordinate of this person.

Prior to the hearing and at the applicant's expense, FRHA must provide the applicant with copies of any documents used to determine ineligibility of admission upon request. The applicant has the right to be represented by legal counsel, a tenant rights advocate or person of their choosing at the applicant's expense. FRHA must notify the applicant of the final decision **within 14 calendar days** after the informal review, including a brief statement of the reasons for the final decision. Until a final determination is made, the applicant shall maintain his/her position on the waiting list.

Copy of criminal records will be retained only for the period of denial and the review process. Criminal records not relevant to the denial process will be destroyed

3.2 REPORTING CHANGES IN FAMILY INFORMATION

A) RESPONSIBILITY OF APPLICANT

The *Notice of Preliminary Eligibility* will notify applicants that they are responsible for reporting to the FRHA, in writing, any changes to their family composition, home and mailing address, income, or waiting list preference. FRHA will update the applicant's file and waiting list status accordingly.

The *Notice of Preliminary Eligibility* will inform applicants of their responsibility to report to the FRHA, in writing, any changes to their family composition, home and mailing address, income, or waiting list preference. Applicant circumstances may change while waiting for an available unit offer which may affect their eligibility for a sub-waiting list, unit type, or preference category.

- 1. Changes Affecting Sub-Waiting List Eligibility:** Upon receipt of a reported change, FRHA will review all required verification documents associated with the change. If the verified changes impact an applicant's eligibility for a different type of project, unit size, or accessibility features, FRHA will update the applicant's sub-waiting list assignment accordingly and such changes will be retroactive to the original date of application.
- 2. Changes Affecting Eligibility Preference:** Families on the waiting list who experience a change in circumstances that later qualifies or disqualifies them for a preference will have their eligibility for that preference verified and preference points shall be awarded (or un-awarded) accordingly. Such changes will be retroactive to the original date of application.

4.2 WAITING LIST PLACEMENT

A) SUB-WAITING LISTS

Once a pre-application is determined to meet eligibility requirements for income and family status, the applicant shall be placed on the appropriate waiting list(s). Assignment to a position on the waiting list shall be based on the preliminary determination, and shall be formally verified after the Initial Interview takes place. The applicant shall be placed on the waiting list, by date of receipt of the completed application within the correct

income category and then within the correct preference category as applicable. Applicants eligible for handicapped accessible units must be placed on lists for both accessible and standard units

Once it has been determined that an applicant satisfies the threshold eligibility requirements for household income and family status, the applicant shall be placed on a Master Waiting List and assigned to all sub-waiting list(s) in the federal public housing program for which they are eligible. FRHA has three (3) sub-waiting lists in the federal public housing program, one for each development type: Family Developments, Elderly-Only Developments and Mixed Populations Developments.

Each sub-waiting list is then divided by the available bedroom sizes, ranging from zero (0) to five (5) bedroom units, within each development type. The table below illustrates the number of dwelling units in each bedroom size category by each development type.

DEVELOPMENT TYPE	0 BR	1 BR	2 BR	3 BR	4BR	5BR	Total
Family	0	165	437	288	63	26	979
Elderly Only	0	668	31	0	0	0	699
Mixed Population	110	245	0	0	0	0	355
TOTAL	110	1078	468	288	63	26	2033

DEVELOPMENT TYPE	DEVELOPMENT	DWELLING UNITS
Family	Sunset Hill	354
	Heritage Heights	127
	Father Diaferio	223
	Bennie Costa Plaza	60
	Fordney Apartments	36
	North Rocliffe Apts.	35
	George E. Riley Plaza	25
	Pleasant View	119
Mixed Populations	Cardinal Medeiros	208
	Barresi Heights	147
Elderly Only	Oak Village	30
	Raymond Holmes Apartments	100
	O'Brien Apartments	100
	Mitchell Heights	103
	Cottell Heights	71
	Oliveira Apartments	84
	Doolan Apartments.	150
	Bates & Tower	61
Total Federal		2033

Initial determination of an applicant's eligibility for waiting list preference, development type, and bedroom size shall be based on the information provided on the pre-application. FHRA will follow the guidelines set forth in Sections 5.0 (Preferences), 5.2 (Designated Housing) and 5.4 (Occupancy Standards) when making these determinations. Final verification of eligibility for these waiting list factors occurs when the applicant approaches the top of the list and is invited to attend an applicant interview and complete the full application package. FHRA will document subsequent changes to an applicant's family composition or eligibility for preference. In accordance with Section 3.2 of this policy, when such changes affect an applicant's sub-waiting list assignment, bedroom size, or preference category, those updates will be made accordingly.

B) FACTORS AFFECTING APPLICANT RANKING

There is no guarantee that an applicant's ranking on the waiting list will continually rise over time. The Various factors affect the length of time an applicant spends on the waiting list. Factors such as unit turnover rates, waiting list demand, and the constant influx of new applicants qualifying for preference points may cause an incumbent applicant's ranking to rise or fall to varying degrees. Examples of these factors affecting rank include, but are not limited to:

- A subsequent applicant is placed on the same sub-waiting list and bedroom size but qualifies for a higher-ranking preference
- An applicant with an older application date and/or higher ranking preference category experiences a change that qualifies them to be placed on another sub-waiting list.

4.4 REMOVAL OF APPLICANTS FROM THE WAITING LIST

A) REASONS FOR REMOVAL

If an applicant has requested placement on more than one sub-waiting list for the federal public housing program, when they are admitted to public housing the initial application will be removed from all public housing waiting lists.

B) RIGHT TO DISPUTE CRIMINAL RECORD

Notice: If denial is based on the results of a criminal record, the FRHA will (a) first notify the family of the proposed action and (b) provide the subject of the record and the applicant a copy of the record and (c) an opportunity to dispute the accuracy or legitimacy of the record prior to a denial of admission.

Notice: Federal law requires that PHAs provide applicants with notification and the opportunity to dispute the accuracy and relevance of a criminal record *before* admission is denied on the basis of such record. To ensure that decisions are made based on accurate information, the FRHA will (a) first notify the family of the proposed action and (b) provide the subject of the record and the applicant a copy of the record and (c) an opportunity to dispute the accuracy or legitimacy of the record prior to a denial of admission.

5.0 PREFERENCES

B) PREFERENCE #2: RESIDENCY (50 PTS)

Finally, a PHA may not establish a minimum term of occupancy for residency. A family that can provide proper verification as outlined in Section 6.3 (B) of this policy qualifies as a resident if they do not live somewhere else.

5.2 DESIGNATED HOUSING

A) ELDERLY AND DISABLED HOUSING (MIXED POPULATIONS)

3) Assignment of Units

- a) One bedroom units: Disabled applicants over the age of 40
- b) Studio units:
 - i. Disabled applicants under the age of 40 will be assigned studio units
 - ii. Disabled applicants over the age of 40 when one-bedroom units are unavailable.

3) Assignment of Units

- a) Units that are ready for occupancy will be offered in the order in which they were vacated with the longest vacancies being offered first.
- b) Ready studio and one-bedroom units will be assigned to the next eligible applicant on the waiting list regardless of unit size.

C) ACCESSIBLE UNITS

If there is more than one accessible unit occupied by a non-handicapped household, volunteers for transfer will be solicited. If there are no volunteers, length of tenancy will be considered. The tenant with shortest tenancy length will be required to transfer first.

5.5 YOUTH ANTICIPATED TO LIVE IN THE UNIT

B) JOINT CUSTODY OF CHILDREN

Children who are subject to a joint custody agreement must reside in the household at least 50% of the time to be considered members of the household for the purposes of occupancy standards and dependent allowances. "50% of the time" is defined as 183 days of the year, which do not have to run consecutively.

C) CHILDREN NOT UNDER LEGAL CUSTODY

If two applications are received claiming the same dependent as a household member, and there is no formal custody arrangement, the parent who receives income benefits for the child (i.e. public assistance, social security, income tax deduction) will be allowed to claim the child as a dependent. If neither parent receives income benefits for the child, the child will be claimed by the parent who first made application.

5.7 SELECTION AND UNIT OFFERS

A) OFFER OF A UNIT

3. Families who are elderly, disabled, near elderly, or displaced will be offered housing before other single persons except in cases where the single person is over-housed and the sole occupant and remaining member of an FRHA unit.

6.2 TIMING AND FREQUENCY

C) COMPUTER MATCHING

Where allowed and/or required by HUD and/or other State or local agencies, computer matching will be done. If a participant is reported under HUD income discrepancy, failed verification, deceased tenant, or multiple subsidy reports, they may be required to complete additional certification documents and follow-up verifications may be required which may result in recertification and retroactive rent charges.

6.3 VERIFICATION OF WAITING LIST PREFERENCE

B) PREFERENCE #2: RESIDENCY

1. **Residence.** Current utility bill bearing address and applicant name; and/or
2. **Employment.** Statement from employer indicating, date of hire, location and hours of employment; recent paystub; and/or
3. **School.** Enrollment letter from school or training program indicating full-time status and physical address of education program.

Proof that applicant is a current resident of the City of Fall River as verified by at least one of the following documents:

- Utility Bill: Gas, electric, telephone, cable, or heating oil bill, less than 60 days old, containing applicant's name and residential address.
- Cell Phone, Credit Card, Doctor or Hospital Bill: Must be less than 60 days old.
- Pay Stub: Pre-printed with employer's name and address and applicant's name and residential address. This must be less than 60 days old.
- Bank Statement or Transaction-related Document: less than 60 days old, on a form generated by the issuing bank. This must display the bank's name and mail address, and the applicant's name and residential address. Must also have been received through mail by applicant.
- ATM/Debit Card or Credit Card Statement: With name and residential address, less than 60 days old.
- Car Insurance Policy or Bill: Must be less than 60 days old.
- Car Loan Payment Book: Must be current and display residential address.

- First-Class Mail from any Federal or State Agency: Must display residential address and no older than three (3) months.
- Household or Motor Insurance Certificate: No older than six (6) months.
- School Transcript: Must be an original with name and residential address and must be less than six (6) months old.
- School Letter: Original letter issued and signed by the principal, headmaster, or official keeper of records of Fall River school (including a college or university) that is on school letterhead and states that the applicant currently is an enrolled student and includes the applicant's name and residence.
- Voter Registration: Signed and certified by city/town clerk.
- Annual Pension or Retirement Statement: For the current year.
- Home Owners or Renters Insurance Policy: Must be current with applicant's residential address for current year.
- Official letter from homeless program: Must be on original agency letterhead certifying applicant's date of placement and current temporary residency in a Fall River shelter.

C) PREFERENCE #3: EMPLOYMENT, EDUCATION AND TRAINING, OR WORK EXEMPTION

1. **Employment.** Statement from employer indicating, date of hire, location and hours of employment; and/or
2. **School.** Enrollment letter from school or training program indicating full-time status and physical address of education program; or
3. **Exemption.** Proof of disability status or date of birth for elderly/disabled preference (See 6.6B)

Proof at least one adult in applicant's household is employed a minimum of 32 hours weekly for at least three months OR as verified by at least one of the following:

- Letter from Employer: indicating date of hire, workplace location and weekly hours of employment. Must be less than 30 days old.

OR

Proof at least one adult in applicant's household is enrolled full-time in an educational or employment training program;

- Letter from Education/Job Training Program: Original letter issued and signed by the principal, headmaster, or official keeper of records of education or training program. Letter must be on school letterhead, include the applicant's name and residence, and dated within the last 30 days. Must state that the applicant's enrollment status in the education or training program is "full-time".

OR

Proof that both Head of Household and Spouse/Co-head, or sole member, are exempt from work due to elderly or disability status

- Original copy of Birth Certificate; Unexpired Passport; Original Baptismal Record; Marriage certificate, or Statement from Social Security Administration that bears name and date of birth.
- Letter from Physician or Medical professional. On professional's letterhead stationery.
- Statement, record, or letter from State or Federal Government agency that issues or provides disability benefits
- Statement, record or letter from a State Vocational Rehabilitation Agency counselor.

6.4 VERIFICATION OF SUITABILITY FOR ADMISSION

A) CRIMINAL BACKGROUND CHECKS

U.S. Department of Justice Dru Sjodin National Sex Offender Public Website (NSOPW) is public record and results on any applicant may be obtained on the NSOPW website without consent.

The following criminal background checks will be conducted on all adult household members, including live-in aides:

1. Massachusetts Criminal Offense Records Information (CORI)
2. Rhode Island Bureau of Criminal Investigation (BCI)
3. Contracted background check service provider (Accusource)
4. FBI Records -FBI records are obtained through the Fall River Police Department (FRPD) using the Interstate Identification Index (“Triple I”). FRPD notifies the FRHA of the results. If there is no record on file, the FBI check is complete. If there is a record on file, the applicant must go for fingerprinting.

If FRPD recommends fingerprinting based on FBI check results, FRHA will send a letter to the applicant indicating the date and time of their fingerprinting appointment and that failure to appear for fingerprinting will result in withdrawal from all public housing waiting lists. FRPD will notify FRHA of the fingerprinting results.

1. Legal Authorization

Pursuant to the National Housing Act of 1937, which was amended by the Housing Opportunity Program Extension Act of 1996 and the Quality Housing and Work Responsibility Act of 1998, administrators of the Department of Housing and Urban Development's (HUD's) assisted housing programs (AHP) are permitted to obtain criminal history records of current and prospective tenants receiving benefits under an AHP for purposes of applicant screening, lease enforcement, and eviction, where applicable. On May 29, 1996, the HUD and the Department of Justice entered into an agreement which sets forth procedures for access to criminal history data under this Act.

A criminal background checks are conducted on every adult household member - including live-in aides - who applies for federally-assisted public housing. Criminal history screening for applicants of FHRA's State-Assisted Housing Program is limited by statute to the Massachusetts Criminal Offense Records Information (iCORI)

FRHA contracts the services of National Credit Reporting (NCR) to conduct Criminal Background Checks on housing applicants. NCR has the unique advantage of being an FBI-approved Channeler and, as such, is able to submit applicant fingerprints to the FBI for processing in accordance with provisions of the National Housing Act of 1937, as amended

2. Process for Obtaining FBI Reports

- a) The inquiry process begins with adult applicants signing a Fingerprint/Criminal Conviction History Report Release Form.

- b) During an applicant's Initial Interview, Tenant Selection staff will scan the fingerprints of all adult household members using FBI-approved fingerprint scanning equipment. The LiveScan® Technologies flat fingerprint scanner electronically captures applicant fingerprints and ensures image quality. The files containing each applicant's fingerprints are then encrypted by LiveScan® Technologies software and submitted directly to NCR via a secure Internet connection.
- c) NCR then forwards the request to the FBI in accordance with provisions of the National Housing Act of 1937, as amended.
- d) Within 24 hours of submission, FHRA will receive an automated response that will list any criminal record matching the subject's fingerprints or a notification no matches were found
- e) Records may only be accessed by FRHA staff who are designated as Authorized Recipients and who must meet all technical security requirements on the www.myfbireport.com website to view the results.
- f) To ensure criminal records are maintained confidentially, not misused or disseminated, and destroyed once the purpose for the record has been accomplished.

3. Scope of FBI Fingerprinting Reports

The FBI Criminal Reports provide information from 3,200 court jurisdictions and over 1,000 law enforcement agencies with one single request. This reduces the amount of time and money spent obtaining such information through multiple search methods. Because the FBI Criminal Report is based upon fingerprint matching, it is more accurate than the Nationwide Criminal Report, which only uses name and birthdate match. Each FBI Reports includes:

- a) Nationwide Criminal Report
- b) County Criminal Report (for all localities where applicant resided)
- c) Nationwide Sex Offender Report
- d) Terrorist Database

B) ADDRESS HISTORY AND LANDLORD REFERENCES

FRHA mails a Landlord Reference Form to all landlord(s) known to the applicant in the last five (5) years. FRHA asks landlords to return their references within seven (7) calendar days. Since the response rate is unpredictable, FRHA will not delay an applicant's final determination of eligibility due to a lack of responsiveness from previous landlords.

In the absence of credible landlord reference, FRHA will contact the current housing provider with a request that someone with knowledge of the applicant's behavior and abilities complete and sign this form. FRHA will use this checklist to document interviews with applicants without landlords

1. Address History Report

In addition to providing FBI Records on all adult applicants, FHRA is also able to obtain applicants' current and previous addresses through its service agreement with NCR. FRHA uses this information to address any discrepancies between the NCR address history report and what has been disclosed by applicants.

2. Obtaining Landlord References

FHRA verifies applicant tenant histories by solicitation of references from all landlords known to the applicant in the last five (5) years. References may be obtained from landlords in writing or orally. FRHA uses a 2-page questionnaire designed to solicit information about potentially disqualifying conduct. Landlords are asked to return completed reference requests within seven (7) calendar days.

If FRHA obtains an oral landlord reference, extensive and detailed notes of the conversation shall be recorded in the applicant's file and include the conversation date, the identity of the source, and the name of the person receiving the information.

If a landlord reference is vague, FRHA will follow up with the landlord to determine whether reasons are sufficient for a disqualification.

3. Absence of Landlord Reference

FRHA will not delay an applicant's final determination of eligibility due to a lack of responsiveness from previous landlords, but shall make every effort to obtain information about a tenant's history.

In the absence of a credible landlord reference or if a landlord refuses to provide information, FRHA shall ask someone with knowledge of the applicant (i.e., a current or previous neighbor, case worker, or current housing provider) to complete and sign a checklist certifying the applicant's ability to comply with lease terms.

If an applicant is living in a shelter, safe haven or place not meant for human habitation and is actively receiving services from a Housing Stabilization Program recognized by the Commonwealth of Massachusetts (i.e., Continuum of Care, HOME Base, Emergency Solutions Grant Programs, etc.), FRHA shall waive the landlord reference requirement, provided his/her assigned case worker, advocate or other homeless services professional completes and signs a verification document certifying the applicant's ability to comply with lease terms.

4. Disqualifying Conduct in Tenant History

FRHA shall follow the guidelines set forth in 760 CMR 5.08 (1) to determine whether an applicant's tenant history disqualifies him/her for admission. A disqualified applicant or household member is one who has:

- Disturbed a neighbor or neighbors in a prior residence by behavior, which if repeated by a tenant in public housing, would substantially interfere with the rights of other tenants to peaceful enjoyment of their units or the rights of FHRA employees to a safe and secure workplace.
- Caused damage or destruction of property at a prior residence, and such damage or destruction of property, if repeated by a tenant in public housing, would have a material adverse effect on the housing development or any unit in such development.
- Displayed living habits or poor housekeeping at a prior residence, and such living habits or poor housekeeping, if repeated by a tenant in public housing, would pose a substantial threat to the health or safety of the tenant, other tenants, or FHRA employees or would adversely affect the decent, safe and sanitary condition of all or part of the housing.
- Engaged in criminal activity, or activity in violation of M.G.L. c. 151B §4, which if repeated by a tenant in public housing, would interfere with or threaten the rights of other tenants or FRHA employees to be secure in their persons or in their property or with the rights of other tenants to the peaceful enjoyment of their units and the common areas of the housing development.
- A history of non-payment of rent and such non-payment, if repeated by a tenant in public housing, would cause monetary loss; provided, however, that if the applicant or household member paid at least 50% of his/her household's monthly income for rent each month during a tenancy but was unable to pay the full rent, an eviction for non-payment of the balance shall not disqualify such individual from public housing pursuant to 760 CMR 5.08(1)(e).
- A history of failure to meet material lease terms or the equivalent at one or more prior residences, and such failure, if repeated by a tenant of public housing, would be detrimental to the FRHA or to the health, safety, security or peaceful enjoyment of other tenants or of FRHA employees.

6.6 VERIFICATION OF HOUSEHOLD COMPOSITION

INTRODUCTION

Following program admission, the HUD matching system will verify identity by confirming matches or discrepancies of name, social security number and date of birth for all household members. If a participant is reported under HUD Failed Identity Verification Report, they may be required to complete additional certification documents and follow-up verifications may be required which may result in recertification and retroactive rent charges.

C) PROOF OF FAMILIAL RELATIONSHIPS

Applies to minor children or the care of youth or adults in guardianship care:

- Court records of adoption
- Court records of guardianship

Other written and sworn documentation under pains and penalty for perjury such as a written designation from the minor child's parent.

Certification will normally be considered sufficient verification of family relationships. In cases where reasonable doubt exists, the family may be asked to provide verification.

- 1. Verification of guardianship or custody.** Required for minor children in the care of youth (or adults) in guardianship care. Acceptable documents include:
 - Court records of adoption, guardianship, or custody
 - Verification from social services agency
 - Other written and sworn documentation under pains and penalty for perjury such as a written designation from the minor child's parent.
- 2. Verification of pregnancy.** Required for all unborn children listed on application. Acceptable documents include:
 - Doctor's statement certifying pregnancy and anticipated date of birth
 - Medical records documenting pregnancy and anticipated date of birth

D) VERIFICATION OF MARITAL STATUS

Marital status will only be verified if there are minor children in the household resulting from the marriage and/or a divorce occurred within the last two years

- Divorce: Certified copy of the complete divorce decree, signed by a Court Officer.
- Legal Separation: Copy of court-ordered maintenance or other records.
- Marriage: Marriage certificate or certificate of civil union

K) VERIFICATION OF PERMANENT ABSENCE OF ADULT MEMBER

If an adult member who was formerly a member of the household is reported permanently absent by the family, FRHA will consider any of the following as verification:

- Husband or wife institutes divorce action
- Husband or wife institutes legal separation
- Order of protection/restraining order obtained by household member against an absent member
- If the family member is incarcerated, a document from the Court or prison stating the length of incarceration
- Utility bills in the former member's name showing service at a new address
- Certification by U.S. Postmaster as to the mailing address of family member. A PO Box verification is not acceptable to prove primary residence
- Certification from licensed nursing home facility that member will be in residence for more than 30 days, AND certification by family that they are declaring them permanently absent
- Certificate of death
- Verification of new address by provider of benefit income or by employer
- In the absence of other proof, a unit inspection by housing management staff to confirm absence of person and belongings accompanied by a self-certification from the family

6.7 VERIFICATION OF INCOME & ASSETS

E) ZERO INCOME

Required for all adult members claiming zero income:

- FRHA Statement of Financial Responsibility completed by applicant household

Required of all adult members in an applicant or tenant family that declares zero income:

- Complete *Zero Income Checklist and Worksheet* (to determine how day to day living expenses are met and the possibility that provision by outside parties for those expenses may fall within income inclusion requirements.)
- Sign *Statement of Financial Responsibility*
- Sign *Authorization to Review Credit Report* (to verify applicant/tenant's expenses and financial obligations reported on *Zero Income Checklist and Worksheet*.)
- FRHA has an agreement with an authorized credit bureau for provision of online credit checks. A copy of the credit report will be kept in the application file.

G) ACTUAL OR IMPUTED INCOME FROM ASSETS

For a family with net assets equal to or less than \$5,000, a FRHA may accept a family's declaration of the assets for the purposes of recertification.

The PHA must obtain third-party verification of all family assets every three years.

7.5 EARNED INCOME DISALLOWANCE

F) PARTIAL EXCLUSION (PHASE-IN 12-MONTH PERIOD)

1. During the second 12-month exclusion and phase-in period, the exclusion is reduced to half, or 50 percent, of the increase in income attributable to employment or increased earnings.
2. The second 12-month exclusion period begins after the family member who qualifies has received 12 cumulative months of full exclusion
3. Like the initial period, the phase-in period extends for a total of 12 cumulative months. Again, the months need not be consecutive.

1. During the second 12-month exclusion and phase-in period, the exclusion is reduced to half, or 50 percent, of the increase in income attributable to employment or increased earnings.
2. The second 12-month exclusion period begins after the family member who qualifies has received **12 consecutive months** of full exclusion.
3. Like the initial period, the phase-in period extends for a total of **12 consecutive months**.

G) MAXIMUM TWO-YEAR (24 CONSECUTIVE MONTHS) DISALLOWANCE

1. EID will be suspended during either exclusion period whenever the family member's income decreases such that it is lower than the baseline income.
2. Since EID can be suspended and resume, HUD set a four-year (48-month) lifetime maximum on the disallowance which begins at the beginning of the initial exclusion period and ends exactly 48 months later.
3. The EID regulations also call for a maximum of 12 cumulative months for each of the two exclusion periods.

1. Once a family member is determined to be eligible for the EID, the 24-calendar month period starts;
2. If the family member discontinues the employment that initially qualified the family for the EID, the **24-calendar month period** continues;
3. During the 24-calendar month period, EID benefits are recalculated based on changes to family member income and employment;
4. The EID benefit is limited to a **lifetime 24-month period** for the qualifying family member;
5. At the end of the 24 months, the EID ends regardless of how many months were "used."

8.3 RENT FOR FAMILIES UNDER THE NONCITIZEN RULE

B) STEPS FOR CALCULATING PRORATION OF ASSISTANCE

1. Determine the TTP
2. Subtract TTP from the maximum rent to determine maximum subsidy.
3. Divide the maximum subsidy by the number of family members to determine the maximum subsidy for each family member.
4. Multiply the maximum subsidy times the number of eligible family members. This yields the prorated subsidy.
5. Subtract the prorated subsidy from the maximum rent to determine the mixed family TTP.

1. Determine the Total Tenant Payment (TTP) in accordance with 24 CFR §5.628. (Annual income includes income of all family members, including any family member who has not established eligible immigration status.)
2. Family maximum rent is equal to the applicable flat rent for the unit size to be occupied by the family.
3. Subtract the TTP from the family maximum rent. The result is the maximum subsidy for which the family could qualify if all members were eligible (“family maximum subsidy”).
4. Divide the family maximum subsidy by the number of persons in the family (all persons) to determine the maximum subsidy per each family member who has citizenship or eligible immigration status (“eligible family member”). The subsidy per eligible family member is the “member maximum subsidy.”
5. Multiply the member maximum subsidy by the number of family members who have citizenship or eligible immigration status (“eligible family members”). The product of this calculation is the “eligible subsidy.”
6. The mixed family TTP is the maximum rent minus the amount of the eligible subsidy.
7. Subtract any applicable utility allowance from the mixed family TTP. The result of this calculation is the mixed family tenant rent.

When the mixed family’s TTP is greater than the maximum rent, the PHA must use the TTP as the mixed family TTP.

C) DETERMINING MAXIMUM RENT

1. **Methodology.** The methodology for determining maximum rent is based on the value of the 95th percentile of the total tenant payment (TTP) for each tenant within the PHA. Maximum rents are established by unit size FRHA and based on the authority-wide average (as opposed to a single-project basis). FRHA revises the maximum rents once annually.

1. **Methodology.** Family maximum rent is equal to the applicable flat rent for the unit size to be occupied by the family.

8.5 ABSENCE DUE TO MEDICAL REASONS

A vacated tenant in good standing under this section may request that the FRHA recognize the need for this treatment and upon a timely move from the apartment be placed on the FRHA waiting list and, upon completion

of the treatment, be considered as the first priority for placement at the development where they lived when they vacated.

10.1 ANNUAL RE-CERTIFICATIONS

A) NOTICE

Each year, at least 90 days prior to the anniversary date of a family's recertification, FRHA will send an appointment letter to families. At the appointment, FRHA will assist any family in identifying the rent method that would be most advantageous. Families who may need to make alternate arrangements due to a disability may request an accommodation of their needs.

Each year, at least 90 days prior to the scheduled annual reexamination effective date, FRHA will send a Notice of Annual Re-examination to families. The notice of reexamination will include documents to be completed and returned by the family prior to their interview date and will include a checklist of required resident provided documents to be submitted at the time of interview.

Interviews will be held at a site located at development the resident resides in. At the appointment, FRHA will assist any family in identifying the rent method that would be most advantageous. Families who may need to make alternate arrangements due to a disability may request an accommodation of their needs.

G) MISSED APPOINTMENTS

If the family fails to respond to the annual recertification appointment letter or fails to appear for the appointment, a second reminder letter will be mailed. The second letter will advise of a new time and date for the interview, allowing for the same considerations for rescheduling and accommodation as above and will advise the family that failure to appear for the re-scheduled interview will result in eviction actions against the family for non-compliance with the lease agreement.

If the resident fails to attend the scheduled interview and/or submit or sign required documents, a second notice will be sent via first class mail.

If the resident fails to comply with the second notice, the Property Manager will be responsible for determining whether there are mitigating circumstances that have caused the resident the inability to cooperate. If a hardship situation exists, the property management staff will assist the family in completing the annual reexamination process.

If the family fails to respond to the management staff's efforts or it is determined that there were no extenuating circumstances involved, a notice to terminate tenancy will be issued.

12.1 CATEGORIES OF TRANSFERS

Immediate administrative transfers are for families requiring a transfer for reasons that are necessary, but not life-threatening in nature.

1. **Reasonable Accommodation (Optional).** The transfer is required to permit occupancy of an accessible apartment or apartment with adapted features by another resident or an Applicant with a disability. Transfers of this nature will be processed in accordance with the FRHA Reasonable Accommodation policy.
2. **Demolition, Disposition, Revitalization or Rehabilitation (Mandatory).** These transfers permit the FRHA to demolish, sell or do major capital or rehabilitation work at a building or site. These transfers may be temporary relocations until work is completed.

1. **Demolition, Disposition, Revitalization or Rehabilitation.** These transfers permit the FRHA to demolish, sell or do major capital or rehabilitation work at a building or site. These transfers may be temporary relocations until work is completed.
2. **Accessible Unit.** These transfers are initiated to make an accessible unit available to applicant family with disabilities where one or more accessible units are currently occupied by a non-disabled family (who signed a certification agreeing to transfer out of the unit in the event it is needed by a disabled applicant family).

Transfer to accommodate a resident’s disability will be approved when the resident has changes following admission relevant to need of a unit with certain physical features and they cannot be provided at the current unit without undue financial and administrative burden to the FRHA. Certification of the need for reasonable accommodation will be required in accordance with the FRHA Reasonable Accommodation policy.

Operation and Management

Changes to Chapter 30B and Construction Laws, Effective November 7, 2016

On August 9, 2016, the Governor signed *An Act Modernizing Municipal Finance and Government* (the “Modernization Act”), which amends many laws related to municipal finance and governance. The Act includes changes to three public bidding laws – M.G.L. c. 30B, M.G.L. c. 30, and M.G.L. c. 149. The changes to the public bidding laws go into effect on November 7, 2016.

First, the Act amends certain thresholds and requirements in M.G.L. c. 30B (“Chapter 30B”) for purchasing supplies and services. Specifically, Chapter 30B establishes three sets of procedures for procuring supplies and services, depending on the actual dollar value of the procurement. Beginning November 7, 2016, the dollar thresholds subject to “Chapter 30B” will change as follows:

<u>Threshold</u>	<u>Required Procedure</u>
Less than \$10,000	Use sound business practices
\$10,000 - \$50,000	Request 3 written quotes

More than \$50,000 Use an Invitation for Bids or Request for Proposals

As listed above, procurement officials will need to seek at least three *written* quotations for supplies and services valued between \$10,000 and \$50,000; currently, officials can request *oral* quotes. Also, under the Act, Invitations for Bids or Requests for Proposals will need to be advertised on COMMBUYS; this is *in addition to* the current advertising requirements. The provisions related to real property transactions will not change. Finally, the Act also raises thresholds, changes certain procedures, and amends the advertising requirements for construction projects undertaken pursuant to M.G.L. c. 30, § 39M, and M.G.L. c. 149. The attached chart contains the pertinent revisions, related to procurement, mandated by the “Modernization Act”. Federal Regulations 2 CFR sections 200.317-326, increase the Micro Purchase threshold for the purchase of goods and services from \$2,000 to \$3,000.

Attachment B

Progress in Meeting Goals and Objectives for Current 5 Year Plan

1) Continue Efforts to Improve public housing management - (PHAS score) –

In 2012 our PHAS score decreased to 63 and we were designated as substandard in Management and Physical. We submitted a workout plan that was approved by HUD and progress has been achieved. Our 2013 score was 82 and the 2015 score was 84. In 2016 we continued our standard performer designation with a score of 73.

2) Continue Efforts to Improve voucher management - (SEMAP score)

Our scores have hovered around High Performer. The goal has been reached.

SEMAP Scores are as follows

2012	100
2013	100 (per PIC website but we were not notified by HUD)
2014	96
2015	96
2016	100

3) Increase customer satisfaction via Asset Management Initiatives.

A newly hired Director of Management has worked toward making policies affecting applicants and residents easy to read and understand. A pre-application procedure for public housing admission has been initiated and has been very well received by those applying for housing.

4) Continue with refinement of our Asset Based Management (ABM).

With continued annual funding cuts by HUD we are constantly tweaking the assigned staffing to ensure our mission is accomplished in the most efficient manner.

5) Renovate or modernize public housing units.

Work continues on several fronts including mold remediation and bathroom replacement at Sunset Hill. Floors in our elderly apartments and turnkey family sites are being replaced. Diaferio Village is receiving many updates.

6) Conduct outreach efforts to potential voucher landlords.

Our Section 8 Administrator is a member of the Fall River Landlord's Association. The administrator attends their meetings and makes a presentation explaining the Housing Choice Voucher Program and how it works. She speaks to potentially new landlords on a daily basis and meets with all new landlords to how the program works (see attachment). There are also several brochures that are provided to them regarding the HQS inspection. Landlords are encouraged to refer other landlords to us for inclusion in the program. The FRHA continues soliciting landlords to participate in the Project Basing initiative helping to increase landlords' interest in the Sec 8 HCVP program. The City of Fall River Community Development Agency has been of great assistance in this effort.

FRHA continues to provide voucher mobility counseling. Our Section 8 Staff provides clients with the procedure on moving from their current unit. They are provided with a document that explains what they need to do to move to another apartment within Fall River or any town of Massachusetts. We explain to a client who wants to move out of Fall River but within Massachusetts that the FRHA would have to find out if the rent is reasonable for that city/town depending on the payment standard. We explain to them that all the research is done by the FRHA and that it could take up to a month for the move to take place after the inspection is complete. If they want to move out of Massachusetts we explain that the paperwork will be forwarded to that particular HA once the apartment is found and that they will be dealing with that HA from that point.

7) Implement voucher homeownership program

We have amended our Section 8 Administrative Plan to include a Home Ownership Component.

8) Implement public housing or other homeownership programs at a state site.

The Massachusetts Department of Community Housing and Development (DHCD) is assessing and reviewing the situation with the Watuppa Heights vacant site. The approved Housing Improvement Plan (HIP), which governs the rebuilding on this site, calls for the building of 11 single family homes that could be available for the Homeownership program.

9) Continue implementation of public housing security improvements.

We are upgrading closed circuit monitoring equipment in many of our developments. The Fall River Police Department is under contract to provide additional services above baseline services covered by PILOT. We have received an analysis of this security system along with several recommendations from a security consultant. An application for ESS grant funding was made but unsuccessful.

10) Continue to designate developments or buildings for particular resident groups (elderly, persons with disabilities).

We have an approved Designated Housing Plan. The Authority currently provides two (2) mixed population developments, Cardinal Medeiros Towers and Barresi Heights, which allow for the admission of elderly, disabled, near-elderly, and single-occupant non-disabled (employed) families. The Authority also manages seven (7) elderly-designated sites, allowing for the admission of the elderly and near-elderly: Doolan Apartments, Bates and Tower, Oliveira Apartments, Cottell Heights, Mitchell Heights, Holmes Apartments, Oak Village, and O’Brien Apartments.

11) Increase the number and percentage of employed persons in assisted families.

We have changed our Selection Preferences to include working families. Our Ceiling rents also encourage working families to stay in public housing. Our percentage of residents at or below the extremely Low Income limits has decreased from over 90% four years ago, 77% the following two years and lower to 71% the past year. This is a strong indication that more families are working.

12) Provide or attract supportive services to improve assistance recipients’ employability.

Continue to assure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability. We provide applications for our programs on our Website as well as participate in the Centralized Section 8 Application process. This widespread publicity for our programs assures that they are widely available to all applicants.

13) Continue measures providing suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, disability, lesbian, gay, bisexual and transgender.

We provide applications for our programs on our Website as well as participate in the Centralized Section 8 Application process. This widespread publicity for our programs assures they are widely available to all applicants. To assure a safe living environment for all residents we have contracted with the City of Fall river to provide police at our developments. This has resulted in a more secure livable environment in our sites.

14) Continue affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.

FHRA makes every effort to insure equal access to public housing and its amenities, services and programs by adhering to its Reasonable Accommodation Policy, which was recently updated in 2015.

15) Federalization of State Assisted Units

This goal has been reached as FRHA submitted and received HUD approval to federalize these units. The buildings were transferred from our state-aided public housing program. Federalization of Pleasant View took place in May 2015. A total of 481 units have been accepted into the Federal Public Housing Program.

Federalized Developments	Number of Units
Pleasant View	119

Barresi Heights	149
Doolan Apartments	152
Bates Tower	61
Total	481

16) Reduce Public Housing Vacancies

Site	Units	12/10/2013	12/10/2014	12/10/2015	12/10/2016
SUNSET HILL	355	22	17	16	10
HERITAGE HEIGHTS	127	7	3	9	2
FATHER DIAFERIO	224	11	9	11	8
OAK VILLAGE	30	0	0	1	1
O'BRIEN APTS	100	5	5	6	2
HOLMES APTS	100	4	4	1	2
OLIVEIRA APARTMENTS	84	3	2	1	10
MEDEIROS TOWERS	208	26	11	12	30
COTTELL HEIGHTS	71	1	3	5	4
MITCHELL HEIGHTS	104	4	4	4	4
NO. ROCLIFFE APTS	35	0	0	0	4
FORDNEY APTS	36	1	1	0	1
BENNIE COSTA PLAZA	60	1	2	3	1
RILEY PLAZA	25	1	3	0	1
BARRESI HEIGHTS	149	4	0	8	14
DOOLAN APARTMENTS	152	2	2	5	5
BATES AND TOWER APARTMENTS	61	3	4	0	3
PLEASANT VIEW APARTMENTS	119	10	6	10	3
TOTAL	2040	105	76	92	105

The above shown chart details vacancies over a 4 year period. Vacancies have ranged from a low of 3.73% to a high of 5.15%. Causing the higher level of vacancies is the Cardinal Medeiros and Barresi Heights properties. These two elderly/disabled designated buildings combine for 44 vacancies - nearly half of all vacant units. Adjusting for these two sites reduces the overall vacancy level in 2016 to 3.6%. It is noteworthy that the 2015 USPS vacancy rate for The City was 6.1%.

17) Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.

We have incorporated physical improvements to our buildings which make them accessible to a range of disabled residents. Our staff acts as a reasonable accommodation committee and we make all reasonable changes to our sites and the individual units.

18) Continue Implementation of Asset Based Management (ABM).

We have completed implementation of Asset Based Management. We now have our Finance, Management and maintenance structured to ABM. Our Accounting and Budgeting are based on the AMPs with subsidy and CFP assigned by these AMPS. Our maintenance staff has been mostly reassigned to central maintenance to allow us to react to maintenance issues. This was included in detail in our Workout plan approved by HUD. Our Organization Structure has been modified to create a Central Office, assign day to day responsibility for site Management to the AMP staff and to clearly designate the management structure. A little bit of fine tuning will continue over the next several years but ABM has been implemented.